

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Works	(2) MEETING DATE 4/19/2016	(3) CONTACT/PHONE Wade Horton, Director of Public Works (805) 781-5291	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 405 Public Works, by adding 1.00 Full Time Equivalent (FTE) Wastewater Systems Worker I, II, III. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt the attached resolution amending the Position Allocation List (PAL) by adding 1.00 FTE Wastewater Systems Worker I, II, III position.			
(6) FUNDING SOURCE(S) Los Osos Wastewater System Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$19,521.00 - \$25,948.00	(8) ANNUAL FINANCIAL IMPACT \$78,084.00 - \$103,791.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW David E. Grim			
(18) SUPERVISOR DISTRICT(S) All Districts			

Reference: 16APR19-C-14

County of San Luis Obispo



TO: Board of Supervisors

FROM: Public Works

Wade Horton, Director of Public Works

Tami Douglas-Schatz, Director of Human Resources

DATE: 4/19/2016

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 405 Public Works, by adding 1.00 Full Time Equivalent (FTE) Wastewater Systems Worker I, II, III. All Districts.

RECOMMENDATION

It is recommended that the Board adopt the attached resolution amending the Position Allocation List (PAL) by adding 1.00 FTE Wastewater Systems Worker I, II, III position.

DISCUSSION

The start-up of the Los Osos Water Recycling Facility (LOWRF) has begun on schedule, with community lateral connections phasing in and the treatment plant becoming fully operational over the next year. Initial staff familiarization and training on the treatment facility and collection system's 21 pump stations is progressing. Since completion of the collection system and recycling facility, and our Department's takeover of the system's 21 pump stations and 49 miles of pipeline, it has become apparent that an additional Wastewater Systems Worker is needed to provide field support for the collection and conveyance segment of the project. Collection system routine, periodic and unscheduled maintenance and inspection, and existing underground utility locating, will periodically require a two or three person crew of the total five wastewater operator staff. The plant operations staff has responsibility of all plant continuous operations, after hour call-back responses, as well as for equipment maintenance and inspections. One additional full time Wastewater Systems Worker is needed at this time in order to provide for available staffing and on-call rotation for the complete service of the recycling facility and collection system operations.

With this addition, the LOWRF operation team will be composed of one Chief Plant Operator, one Wastewater System Worker IV, and four Wastewater System Workers I-III delivering services to a 4700 connection collection system and a million gallon per day plant.

The Department will continue to evaluate facility and operational needs and demands placed on operations staff as we bring the treatment, collection and reclamation systems on line over the next months. It is vital to provide an adequate level of service to maintain the community's facility investment and accomplish our mission as a valued community partner.

OTHER AGENCY INVOLVEMENT/IMPACT

The County Administrative Office has reviewed this request and agrees with the recommendation.

Human Resources has prepared the resolution to make necessary amendments to the Position Allocation List.

FINANCIAL CONSIDERATIONS

The annual salary and benefits for this position range from \$78,084 to \$103,791, depending on whether the position is filled at a I, II, or III level. The estimated cost for the remainder of FY 15/16 ranges from \$19,521 to \$25,948. Funding for the position in the current year will come from savings in services and supplies not required based on current flow volume estimates. An administrative budget adjustment will be made if necessary. The current operating rates and charges structure will sustain the additional position in future years. No General Fund money is required.

RESULTS

This action will provide the Public Works Department with needed resources to successfully operate and maintain the Los Osos community wastewater infrastructure investment. This provides for a healthy, safe, livable and well-governed community.

ATTACHMENTS

1. Resolution Amending the Position Allocation List for Fiscal Year 2015-16

c: Leanne Detwiler, Public Works

File: CF 310.85.02 Position Allocations

Reference: 16APR19-C-14

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